

**ALTON TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
MINUTES OF MEETING HELD ON
WEDNESDAY, 20th JULY 2022 AT 7.00 PM
Held in the Town Hall, Market Square**

Present: **Councillor**

**Suzie Burns in the Chair
Matthew Bayliss
Ginny Boxall
Graham Hill**

In attendance in person:

Leah Coney - Town Clerk

Also attending:

**Jenny Griffiths & Phinna Brealey (ACAN/EA)
1 Member of the Public.**

41 Chairman's Announcements

There were no announcements

42 Apologies for absence

Apologies were received from Councillors Graham Titterington and Lewis Jones and John Hubbard (Energy Alton)

43 Minutes of the Meeting held on 13th April 2022

The Minutes of the meeting held on 13th April 2022 were approved and signed by the Chair.

44 Declarations of Interest

The Chairman reminded members of their obligation to disclose any pecuniary interest in items on the agenda.

45 To consider Requests for Dispensations

There were no requests made for Dispensations.

46 Questions to the Council.

None were received.

47 16 Market Square: Alton Energy Café – Collaboration project with Energy Alton & ACAN

Representatives from ACAN and Energy Alton made representations to the Committee in support of the proposed collaboration project with Alton Town Council.

Phinna Brealy noted support and enthusiasm for the project and said that both she and John Hubbard are very happy to donate their own personal time to the project. This was also endorsed by Jenny Griffiths who was also able to commit to both volunteer help and support with the project which hopefully in time could include the original ACAN community hub concept.

A number of questions were raised by members relating to opening hours, training for volunteers and officers and the type of advice which would be given. It was also agreed to rename the project the Alton Energy Advice Café so it was clear to local people what was on offer through the name.

On the proposal of Councillor Hill, seconded by Councillor Boxall it was

RESOLVED to approve

- 1) The use of 16 Market Square for an Energy Advice Café
- 2) Funding to support the project in the short term (up to 3 months, September through November 2022) by provision of the unit rent free and officer support for drop-in sessions up to three times per week. In addition, to fund the launch of the Energy Advice Café by way of a flyer to every household with details of the project and also tips for households to reduce their electricity use in advance of the next price cap rise and signposting to the Energy Alton Clean Heat Project. Total value £6,500 to be taken from the approved climate change budget for 2022/23
- 3) To permit the Clerk to submit a funding bid to the EHDC Climate Liaison Panel (CLP) for support for the project for up to 2 years beyond the initial short-term project.

48 Update Reports

The Committee received the update reports on the following item:

St. Johns Ambulance Building. The Town Clerk noted that the draft deed of surrender had now been received and was with the Council's solicitor for review. After this review had been concluded and the documentation ready for signing, the expression of interest form for local groups/organisations interested in occupying the building, would be issued. It was further noted there had been an enquiry from one group about potential purchase of the building for a community purpose so this option would be added to the expression of interest form.

This report was for information only.

49 Climate Change Sub Committee update from Councillor Graham Hill

A verbal update was given by the Chair of the Climate Change Sub Committee as follows relating to the Minutes of the Sub Committee meeting held on 15th June, specifically noting the:

- Energy Advice Cafe
- Carbon Literacy 2-day training session, attended by Councillor Hill including details of a carbon footprint calculator and explaining that attendees were asked to pledge their organisational and personal commitments to reduction of their carbon footprint.
- Attendance of Energy Alton and ACAN at the meeting.

It was noted the minutes of the last meeting were not included in Member bundles. The Clerk circulated to Members electronically during the meeting.

50 Accounts to 30th June 2022, Internal Audit Report – Q1 2022/23 & Financial Risk Assessment

The first quarter Accounts from 1st April to 30th June 2022 were tabled together with the Internal Audit Report for Q1:

1. Balance Sheet as at 30th June 2022
2. Income & Expenditure to 30th June 2022
3. Bank Reconciliation Statement as at 30th June 2022
4. Payments over £500 issued between 1st April to 30th June 2022 in respect of invoices.
5. Internal Auditors Report
6. Financial Risk Assessment

On the proposal of Councillor Matthew Bayliss seconded by Councillor Suzie Burns it was

RESOLVED to approve:

1. The Income and Expenditure account to 30th June 2022
2. The balance sheet dated 30th June 2022
3. The bank reconciliations for the Unity Account and the CCLA Deposit Account
4. The Payments over £500 covering 1st April to 30th June 2022
5. Internal Auditors Report
6. Financial Risk Assessment for ratification by Full Council

50 Council Scheme of Delegation (for ratification by Full Council)

The Committee received the Council Scheme of Delegation report as prepared by the Town Clerk to assist councillors by setting out clearly, in a single document, what powers and duties are delegated to the Town Clerk as the Head of Paid Service and in overall control of the day-to-day operation of the Council; if it is not included within the Scheme of Delegation then the matter must go to the relevant Committee or Full Council as appropriate to obtain specific approval by Members for officers to subsequently carry out.

Members were happy with the content of the document and requested the Clerk add hyperlinks were appropriate to the relevant legislation referred to within the document.

On the proposal of Councillor Graham Hill, seconded by Councillor Ginny Boxall, it was

RESOLVED to approve the Council Scheme of Delegation

51 Update Reports

The Committee received the update reports on the following items which were circulated with Councillor bundles:

1. Town Hall Building repairs
2. High Street Clock
3. Assembly Rooms Feasibility Study
4. Town Centre Heath Check

On the proposal of Councillor Graham Hill seconded by Councillor Matthew Bayliss it was **RESOLVED** to approve the preparation and publication of a tender in February 2023 for the works to the Town Hall to be put to Full Council for consideration, subject to budget funding, in April 2023. (Item 1)

On the proposal of Councillor Suzie Burns seconded by Councillor Ginny Boxall it was **RESOLVED** to set aside the commissioning of a feasibility study for the Assembly Rooms at the present time due to funding constraints. (Item 3)

52 Grant Applications: Alton Arts Society and Alton Concert Band

Members received grant Applications from the Alton Arts Society (£250) towards the cost of providing prizes for the Children Competition and from the Alton Concert Band (£300) towards the cost of staging the event in aid of local charities.

On the proposal of Councillor Graham Hill seconded by Councillor Ginny Boxall it was

RESOLVED to approve the following Grants:

1. Alton Arts Society in the sum of £250
2. Alton Concert Band in the sum of £300

53 Pavement Licence: Sugarloaf Coffee Shop

Members received a report following an approach from the proprietors of the Sugarloaf Coffee Shop at Anstey Park seeking permission to instal tables and chairs for the summer season on Alton Town Council owned land immediately adjacent to the play area.

Members confirmed that they were content to trial this until the end of the summer so long as all litter was removed, ideally using recyclable/compostable cups if disposal ones are to be used and to remove the chairs and tables (and barrier) at the end of each day.

On the proposal of Councillor Mathew Bayliss, seconded by Councillor Ginny Boxall, it was

RESOLVED to grant a Pavement Licence to Sugarloaf Coffee Shop for tables and Anstey Park (on land immediately adjacent to the play area) until the end of September at a rental fee of £25 per week. Tables and chairs to be removed daily at the end of the business day

53 Energique – Window replacement

Members received a report on the need to replace the remaining ground floor wooden framed windows which remain the responsibility of the landlord under the existing tenancy agreement.

On the proposal of Councillor Suzie Burns, seconded by Councillor Ginny Boxall it was

RESOLVED to approve Company A at a cost of £6,493.65 to replace the remaining ground floor wooden windows, with delegated authority to allow up to 10% contingency if required.

54 Movement of Funds from current account.

On the proposal of Councillor Graham Hill, seconded by Councillor Ginny Boxall it was

RESOLVED to approve the transfer of £200,000 from the Unity Bank Account to the CCLA Deposit Account

55 Wey Valley Radio

The Town Clerk has been approached by Wey Valley Radio in respect of an air conditioning unit for their room at the Assembly Rooms. Their server recently “cooked” in the hot weather and they wish to prevent this happening again. They do not wish to use a portable device as this would increase the electricity usage of the building and would be too noisy for a studio setting. This would therefore be a permanent fixture to provide cool air in the summer and warm air in the winter and would attach to the exterior wall both internally and externally and be silent as so to not impact surrounding residents.

On the proposal of Councillor Ginny Boxall, seconded by Councillor Graham Hill it was

RESOLVED to approve the granting of landlord consent for the air conditioning unit to enable Wey Valley Radio to proceed to Listed Building Consent on the basis that there is no cost to the Council

56 Exclusion of the Press and Public

On the proposal of Councillor Graham Hill, seconded by Councillor Suzie Burns, it was

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded

57 Staffing Update

The meeting finished at 9.05 p.m.